



THE CITY OF SAN DIEGO

**SOCIAL SERVICES  
APPLICATION PACKET  
FISCAL YEAR 2004  
(JULY 1, 2003 – JUNE 30, 2004)**

**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
COMMUNITY SERVICES DIVISION  
1200 THIRD AVENUE, SUITE 924  
SAN DIEGO, CA 92101  
(619) 236-5990**

**Workshops will be held at:  
Mission Valley Library, 2123 Fenton Parkway, San Diego, CA 92108  
(858) 573-5007**

Please ensure that a representative from the agency attends a workshop. Attendance will be considered in the selection review. Space is limited, so confirmations are required from applicants for which workshop they will attend. **Please confirm with Shirley Reid at (619) 533-5974 or e-mail: [sreid@sandiego.gov](mailto:sreid@sandiego.gov), no later than December 13, 2003. Indicate which workshop and number of participants that will attend.** The schedule is detailed below.

APPLICANT	DATE	TIME
Applied FY 2003	Tuesday, December 17, 2002	11:00 am to 1:00 pm
Did not apply FY 2003	Tuesday, December 17, 2002	2:00 pm to 4:00 pm
Did not apply FY 2003	Wednesday, December 18, 2002	10:00 am to 12:00 pm
Applied FY 2003	Wednesday, December 18, 2002	2:00 pm to 4:00 pm

**DEADLINE: APPLICATION MUST BE RECEIVED BY  
JANUARY 29, 2003 AT 5:00 PM**

**LATE, E-MAILED, FAXED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR  
CONSIDERED FOR FUNDING.**

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## INTRODUCTION

The City of San Diego has a limited amount of General Funds, Community Development Block Grant (CDBG), and Emergency Shelter Grant (ESG), which is limited to homeless services, to augment the private and other governmental funding available to nonprofit agencies for the provision of social services. This application will be used for currently funded agencies, as well as not currently funded agencies requesting City funding. The allocation of City funding is at the sole discretion of the San Diego City Council. The City of San Diego is not obligated to fund any requests.

Our mission is to provide high-quality human services to enhance the quality of life to the diverse populations of the City of San Diego. Social Services funds should support those services that directly benefit low-income residents of the City of San Diego. The following explains the process.

## REQUIREMENTS

- Applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.
- Applicants must be in good standing with the Secretary of State.
- Applicants must have engaged in continuing social service activities for three (3) years prior to submission of the application.
- Applicants' target population must be low-income City of San Diego residents. Senior, disabled and HIV/AIDS individuals are presumed to be low-income for purposes of meeting this requirement.
- Applicants must submit their most recent Independent CPA Audit and Management Letter or complete the Audit Requirement Report with the agency's most recent financial statements attached.

## FUNDING LIMITS

- For applicants who received FY 2003 Social Services funding and submit an Independent CPA Audit, the amount requested must be in the range of \$20,000 to \$100,000, not to exceed 25% of current amount.
- For applicants who did not receive FY 2003 Social Services funding and submit an Independent CPA Audit, the amount requested must be in the range of \$20,000 to \$50,000.
- For applicants who do not submit an Independent CPA audit, the amount requested is limited to \$20,000.

## REVIEW, RECOMMENDATIONS AND FUNDING DECISIONS

- Community Services staff will review the application for completeness and eligibility. Applications that do not meet eligibility requirements, or were received after the stated deadline, will not be forwarded for selection review. NOTE: Upon review of the application, a service category selection and fund amount request may be re-assigned by staff.
- All eligible applications will be forwarded to Selection Committees. The Selection Committees will score each application in accordance with the General Review Criteria, which is enclosed in this application packet. There is a separate criteria for applicants funded in FY 2003 and applicants not funded in FY 2003. The overall score of each application will be used as a basis for determining funding recommendations to the City Council.
- If an agency receiving current year Social Services funding is, or has, experienced problems in the areas of programmatic performance, fiscal administration, and/or other contract compliance issues, points will be deducted from the final score.
- Funding recommendations, copies of each application, and their respective final scores will be forwarded to City Council for approval during one of their regularly scheduled meetings in the Spring of 2003.

- **The number of newly funded projects recommended to the City Council will be determined by Community Services staff based on: (1) each applicant's respective score; (2) availability of funds and (3) number of applications submitted by each agency.**
- The City Council will make all final Social Services funding allocations. All applicants will be notified by mail of the City Council's funding decisions. NOTE: A high score does not guarantee funding.
- The Emergency Shelter Grant (ESG) Funds designated for the Social Services Program are restricted to homeless service programs. Therefore, funding recommendations will always meet or exceed the amount of ESG funding available irrespective of panel scores.

#### APPEALS

- An applicant cannot appeal the score received from the panel or the fund amount recommended by Community Services staff.
- The only basis for an appeal will be a technical or calculation error, or an error in the processing of the application.
- Requests to appeal must be submitted in writing to:

Ernie Linares, Assistant Community Services Deputy Director  
City of San Diego  
Civic Center Plaza  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

<b>Application Process Timeline (Estimate)</b>	
December 6, 2002	FY 2004 Social Services Applications are available
December 17 & 18, 2002	Application Workshops provided
January 29, 2003 @ 5PM	Applications are due
January 31 to February 14, 2003	Applications are reviewed for eligibility
February 18 to March 21, 2003	Applications are reviewed by the Selection Committee
2 weeks prior to Council approval	Application scores mailed to applicants
Prior to Council approval	Applicants may submit appeals
April or May 2003	Recommendations are presented to Council for approval
May 2003	Notification letters mailed to applicants

# FY 2004 SOCIAL SERVICES APPLICATION

## APPLICATION TIP SHEET

**This section contains tips and suggestions to assist the applicant in completing and submitting the application.**

1. **Start Early.** Do not wait until the day before or even the week before the deadline to attempt to complete the application. It is a lengthy document that requests very detailed information. Use all the time provided to complete the application.
2. Attempt to submit the application well before the deadline. If that is not possible, make sure to budget time for transportation delays, such as traffic or parking issues. Traffic and parking in downtown San Diego can be unpredictable and challenging.
3. Read through the whole application carefully, before attempting to complete it. Review the instructions in conjunction with the application. This will help you understand the application structure and organize responses accordingly.
4. Do not try to complete the application in one session. We recommend that you complete a couple of pages a day to ensure that the most complete and comprehensive responses are submitted by the deadline.
5. Read each question carefully. Each question is written to gain a specific response, so no two questions should have the same response.
6. Answer every question, even if only to answer "Not Applicable". Questions not answered may result in lower scores.
7. Do not use the words etcetera or miscellaneous. These terms are confusing. The more detail provided, the better the project can be understood.
8. Responses should be limited to the City-funded portion of the project. The project can be divided in two ways: 1) by the number of clients served or 2) by the number of services to be delivered.
9. Do not assume that the reader is familiar with the project. Have someone that is not familiar with the project read the application. This will help you identify areas that may not be clear to the average person.
10. Be aware that formatting issues may arise using the on-line version of the application depending on the computer format that you use. If formatting issues cannot be fixed, completing the application using a typewriter is an alternative option. This may mean it will take more time to complete the application, so budget time for this option.
11. Do not adjust the size of text boxes. The application is formatted to allow a certain amount of space for each response. Instead, tighten up your text to fit in the space allowed.
12. Do not attempt to format the text. The on-line version of the application is formatted so that only the keyboard characters can be used. You cannot use bullets, underline, italicize or bold formatting.
13. Use the tab key to move through the on-line version of the application, not the enter key.

# FY 2004 SOCIAL SERVICES APPLICATION

## APPLICATION INSTRUCTIONS

### Application Preparation Directions:

- **Do not exceed the space allocated to each section. Please be succinct, reviewers will not consider text beyond the indicated section limitations.**
- **Must be typed or computer generated, at least 12pt. font, and single-spaced.**
- **Attendance at an application workshop is strongly recommended and will be considered in the selection review.**

1. Enter the name of the agency. The name entered should match the agency name listed in the Articles of Incorporation and By-Laws.
2. Enter the name of the project for which FY 2004 funds are being requested. If funding is awarded, this will be the name used for the contract agreement. NOTE: A written request from the Chief Agency Official or Board Chairperson is required to change the project name after the award has been allocated.
3. If the project received **social services** funding through the City for FY 2003, check the **Funded FY 2003** box, if the project did not receive **social services** funding for FY 2003, check the **Not Funded FY 2003** box, and if the project has never applied for **social services** funding, check the **Never Applied** box. (If you are uncertain about whether or not you were funded in FY 2003, please contact Shirley Reid at (619) 533-5974 or [sreid@sanidiego.gov](mailto:sreid@sanidiego.gov).)
4. Enter the amount your organization is requesting from the City for your project in FY 2004. No project will be awarded more than \$100,000 or less than \$20,000.
  - Projects **receiving social services** funds in FY 2003 with an independent CPA audit, the request range is \$20,000 to \$100,000, not to exceed 25% of current year funding.
  - Projects **not receiving social services** funds in FY 2003 with an independent CPA audit, the request amount is \$20,000 to \$50,000.
  - Projects without an independent CPA audit to submit are limited to a \$20,000 request amount.NOTE: Upon review of the application, staff has the discretion to re-assign the amount requested, if the funding limitations were violated.
5. Select **only one** service category appropriate for the project, as designated by your organization. If selecting "Other", enter the specific service category. NOTE: Upon review of the application, staff has the discretion to re-assign the category, if the project description does not match the category selected.
6. Provide a brief description of the project to be funded in FY 2004. Explain how the project's purpose match the service category selected in Section 5.
7. Enter the project locations/addresses (number, street, city, and zip code) that will be made available for City clients to receive services from the project. List the days and hours of operation for each location. (If more than seven (7) locations, attach a separate page.)
8. Enter the date of nonprofit incorporation, as indicated in your Articles of Incorporation. Enter the Tax ID Number, as indicated in your IRS documents showing your tax-exempt status.
9. Enter the head of the agency [Name (first, last) and Title (i.e. CEO, President, Executive Director, etc.)].

10. Enter the contact person [Name (first, last) and Title (i.e. CEO, President, Executive Director, etc.)) for this application. The contact person will receive all inquiries and correspondence regarding the application and/or application process, including notification of the public hearing schedule.
11. Enter the agency's administrative address (number, street, city, zip code). If the contact person's address is different from the administrative address, enter the contact person's address.
12. Enter the contact person's telephone number (including extension), fax number, and e-mail address.
13. Enter all funding sources for the project in the past two (2) fiscal years (2002 and 2003). Enter the name of the funding source (e.g., County of San Diego, United Way, San Diego Workforce Partnership, HUD, etc.) For each funding source enter the amount received in the corresponding year column.
14. Enter all anticipated funding sources for the project in FY 2004. Enter the name of the funding source (e.g., County of San Diego, United Way, San Diego Workforce Partnership, HUD, etc.), the amount to be received, enter the appropriate option in the Commitment Status table (Funding Secured, Awaiting Final Approval, Awaiting Response or Status Unknown), and the percentage of the total budget. The total project funding entered should equal to the anticipated total budget for the project (i.e. How much is needed to administer the project in FY 2004?).
15.
  - a) Provide the date of when the agency was established.
  - b) Provide the agency's mission statement.
  - c) Provide the number of years the agency has been providing social services.
  - d) Describe the agency's social service history. Provide descriptions of the different social service activities conducted and provided by the agency.
  - e) Describe any collaboration with other agencies to provide social services.
  - f) Describe if volunteers are utilized in providing social services and how they are utilized.
  - g) Describe the geographical areas the agency has served.
16. Describe only the community problem that the project addresses, **not** how the need will be addressed. An example is provided below.
 

*The local community problem that the project addresses is the educational need to increase reading and math skills for Kindergarten through 6<sup>th</sup> grade youth. b) As supported by school test scores and report cards, a study was conducted by the San Diego Unified School District citing that 25% of youth with less than a C average in reading and math skills in Kindergarten through 6<sup>th</sup> grade either drop out of school or continue to perform poorly throughout their high school years and not attend college. c) There are no other projects in the City of San Diego addressing this need.*
17. Describe the geographical location that the project serves within the City of San Diego. List the council district(s) and communities within the districts that benefit.
18. The project goal is a statement that describes what a client can reasonably achieve by completing the project. A goal is generally related to the purpose of the project and the need addressed by the project. It expresses the purpose concisely. Examples are provided below.

- *To improve math and reading skills of students in Kindergarten through 6<sup>th</sup> grade.*
- *To place unemployed and under-employed individuals in permanent full-time positions.*

- *To improve access to nutritious food for senior citizens.*

19. a) 1} Definition of Unduplicated Clients – Unduplicated clients are defined as individuals who receive actual services, persons for whom the project would maintain a case file. Do not include casual contacts or “facility users” for whom direct services are provided. An individual who receives assistance is only counted once; regardless of the frequency of visits or the number of times a client accesses the project’s services. For example, a person who receives emergency food each month for a year is only reported as one unduplicated client. The unit of service count would be reported as twelve.
- (a) Enter total unduplicated number of clients to be served in FY 2004.  
 (b) Enter the total unduplicated number of low-income clients to be served in FY 2004.  
 (c) Calculate the percentage of unduplicated number of low-income clients to be served in FY 2004 by dividing Item (b) by Item (a).
- 2} Complete the table with the total number of unduplicated clients served the past three (3) fiscal years (2001, 2002 and 2003). For FY 2003, enter the total number of unduplicated clients that was proposed to be served for the year.
- 3} Explain the reason why client counts remained the same, increased or decreased in total number of unduplicated clients served from the actual count in FY 2001 to the estimated count for FY 2004.
- b) 1} Describe how the numbers of unduplicated clients were developed. Reviewers want to understand how the agency arrived at the numbers reported. The explanation may include information gathered at client intake, past service records, estimates of project capacity, and delineation of the elements used to compute cost(s) of service(s).
- 2} Describe the procedure that will be utilized to collect, maintain and report the data.
- c) How will the project’s outreach efforts maximize awareness of the project’s services to the target population? [i.e. What efforts will the project make to promote itself to low-income, City of San Diego residents?] An example is provided below.

*Outreach to our target population is conducted through distribution of flyers in low-income communities, posting project flyers at local area schools, conducting presentations at open house events at our project site, providing information booths at community fairs, and seeking referrals from other agencies.*

- d) List the target population’s characteristics by providing percentages for each characteristic. An example is provided below, along with the HUD demographic characteristic options. (Except for the Female-Headed Household characteristics, each characteristic should add up to 100%.)

*Gender: 80% male, 20% female*

*Ethnicity: 5% Hispanic/Latino, 95% Not Hispanic/Latino*

*Race: 15% White, 30% Asian, 50% Black/African American, 5% American Indian/Alaskan Native*

*Age: 100% Under 18*

*Female-Headed Household: 60%*

*Income Level: 75% Very Low-Income Level, 20% Low-Income Level, 5% Above Low-Income Level*

Family income levels shall be based on the following table:

FAMILY SIZE	INCOME LIMIT VERY LOW CATEGORY	INCOME LIMIT LOW CATEGORY
1	\$21,050	\$33,650
2	\$24,050	\$38,450
3	\$27,050	\$43,250
4	\$30,050	\$48,100
5	\$32,450	\$51,950
6	\$34,850	\$55,750
7	\$37,250	\$59,600
8	\$39,650	\$63,450

- e) 1} Describe how the percentages of demographic characteristics were developed. Reviewers want to understand how the agency arrived at the numbers reported. The explanation may include information gathered at client intake, demographic information, past service records, estimates of project capacity, and delineation of the elements used to compute cost(s) of service(s).
- 2} Explain the information gathering procedure that will be utilized to collect and maintain client demographics and any other data and records that may be required by the City for FY 2004 as listed below.
- 3} List any additional items/records that will be collected and maintained by the project.

NOTE: Funded applicants shall maintain a project data collection system that clearly demonstrates the agency's capacity to track and validate services provided. Funded applicants shall keep a record on each client served by the project under the contract. For projects in which client records are not required, funded applicants shall maintain documentation to support services to the specified/identified target population.

Client records must clearly identify the services and clients covered by City funds. The minimum requirements to be collected and maintained for **all** clients for the City of San Diego are listed below:

- Intake Date
- Client's name and identification number
- Referring agency, when applicable
- Client's family size
- Client's head of household status
- Client's gender
- Client's ethnic origin
- Client's parent's name, when applicable
- Client's address
- Client's phone number and message number, if available
- Client's age or date of birth
- Client's annual or monthly income or that of the family, if the client is a dependent
- Problem statement
- Proposed description of services to be provided

- Projected frequency and length of services to be rendered
- Description of actual services rendered
- Date, type, and method of all client contacts and contacts made on behalf of the client
- Approximate length of each contact
- Reassessment of client's problem (halfway through services) to determine how well client is responding to services
- Termination date
- Reason for Termination
- Planned follow-up date(s)
- Actual follow-up date(s)

20. Project objectives are specific descriptions of what the project is intended to accomplish. They should be specific, time-limited, and measurable. The measurable objectives must be clearly described and be reasonable for implementation. An objective measure is a systematic way to assess the extent to which a project has achieved its intended results and answers the question, "What has changed in the lives of the individuals, families, or communities as a result of this project?" Examples are provided below.

- *a) Eighty percent (80%) of clients, Kindergarten through 6<sup>th</sup> grade, who completed tutoring services b) will have accomplished a ten percent (10%) increase in test scores c) by June 30, 2004 d) as reported by monthly testing throughout the contract period. e) This objective addresses the educational need of increasing reading and math scores for clients Kindergarten through 6<sup>th</sup> grade by providing services to increase test scores and keep clients in school and on their way to college.*
- *a) Seventy-five percent (75%) of clients who have completed employment services b) will be placed in a permanent full-time position c) within sixty (60) days of completing employment services d) as reported by clients and confirmed by employers. e) This objective addresses the employment skills training need for the community to increase the client's employability and by placing the client in a full-time position, increase their self-esteem and reduce family conflict.*
- *a) Ninety percent (90%) of homebound senior citizens receiving free meals b) will rate services as "highly satisfactory" and indicate an improvement in their quality of life c) by the end of the contract period d) as measured by Client Satisfaction Surveys completed by the senior citizen and a family member at the end of the contract period. e) This objective addresses the health need of nutritional meals for senior citizens to reduce or stabilize health issues and decrease depression rates, because the clients appreciate the contract with the food delivery person.*

The following are unacceptable objectives:

- To provide educational activities.
- To provide employment services.
- To provide free meals.

These are unacceptable objectives, because they are not measurable. There is no estimate of time, no description of what is to be achieved by the client, and no percentage or description of the clients who will achieve the objective.

21. a) Provide an explanation of the methodology that will be used to measure the project's objective(s). An example is provided below.

*Tutoring services – 1} Clients are given math and reading tests. 2} Test scores are reviewed to assess the client's progress in learning math and reading concepts. It also reveals what areas the client may*

*be strong or weak in and additional attention can be spent on the client's weaker areas. 3} The tests are administered once a month. 4} An evaluation report that compiles reading and math test scores with instructor comments on the client's progress are submitted to the Executive Director, who presents the reports to the agency's Board of Directors at one of their regularly scheduled meeting.*

- b) Enter the job title and describe the qualifications of the person(s) responsible for implementing the methodology and monitoring the project's results. An example is provided below.

*Tutoring services – 1} Project evaluation will be conducted by the Program Coordinator. 2} The Program Coordinator is a former City of San Diego teacher with fifteen (15) years of experience teaching children in 3rd through 6th grade. This individual has worked for the project for over eight (8) years as the Program Coordinator. Using past experience in Education, the Program Coordinator created the evaluation method utilized.*

22. Provide a detailed explanation of the services to be provided in order to achieve the objectives listed in Section 20. An example is provided below.

1. *Tutoring services – a) Each client enrolled in tutoring services will receive a one-on-one reading and math tutoring session with staff instructors that will focus on improving reading and math test scores. Reading and math subjects are alternated from session to session. For example, the first session will be reading and the next session will be math and so on. Educational computer software will also be utilized. b) One hundred fifty-two (152) unduplicated clients will be served. c) A unit of service is a one-hour tutoring session. d) Each client will receive one hundred twenty (120) units of service resulting in a total of 18,240 units of service a year. e) Sessions will be held 3 times a week. f) Sessions will be provided throughout the school year (September to June). g) Sessions will be held at the project location. h) A fee is charged. 1} A fee of \$1 is charged per week/per client whether the client attends all sessions or not. 2} This fee is charged so clients are held accountable for attending sessions and 3} the money collected is used to purchase school supplies like paper, pencils and calculators. i) This service works towards meeting the objective of increasing math and reading test scores for Kindergarten to 6<sup>th</sup> graders.*
2. *Book Club – a) The clients enrolled in book club are also receiving tutoring services and have the lowest test scores. These clients are given extra attention by this service. Each client in book club is given an age appropriate list of books to choose from to read on their own time. At the end of the month they are required to submit a one-page book report on the book that they have read. These reports are graded for spelling, grammar and reading comprehension. At the conclusion of the book club, clients receive a certificate of completion. b) Twenty-five (25) unduplicated clients will be served. c) A unit of service is a book report grade. d) Each client will receive ten (10) units of service for a total of two hundred fifty (250) units of service a year. e) A book report is due once a month. f) The book club will be provided throughout the school year (September to June). g) Clients read the books on their own time, so no location is applicable. Book reports are completed during the tutoring session, which is held at the project location. h) A fee is charged. 1} A fee of \$0.25 per book is charged upon checkout and is returned when the book is returned. 2} This fee is charged so clients are held accountable for returning books for other clients to read. 3} Any fee collected would be used towards purchasing more books. i) This service works towards meeting the objective of increasing math and reading test scores for Kindergarten to 6<sup>th</sup> graders.*
3. *Math Club - a) The clients enrolled in math club are also receiving tutoring services and have the lowest test scores. These clients are given extra attention by this service. Each client in math club is given a grade appropriate lesson plan to complete on their own time. At the end of the month they are required to submit the completed lesson plan. These lesson plans are graded on correct math calculations. At the conclusion of the math club, clients receive a certificate of completion. b)*

*Twenty-five (25) unduplicated clients will be served. c) A unit of service is a lesson plan. d) Each client will receive ten (10) units of service for a total of two hundred fifty (250) units of service a year. e) A lesson plan is due once a month. f) The math club will be provided throughout the school year (September to June). g) Clients complete the lesson plan on their own time, so no location is applicable. h) No fee is charged. i) This service works towards meeting the objective of increasing math and reading test scores for Kindergarten to 6<sup>th</sup> graders.*

23. Provide a detailed explanation of the agency's resources to provide the services detailed in Section 22. An example is provided below.

*Tutoring services – a) Tutoring services will be provided by two (2) full-time Instructors. b) These positions require an AA degree in Education with three (3) years of experience teaching youth, a year can be substituted by a Bachelors degree. c) The duties and responsibilities are: the instructor tracks the clients attendance, provides one-on-one tutoring for an hour in reading and math subjects, assists clients with homework, and utilizes educational computer programs to assist in instruction. d) No other positions are involved in providing service delivery. e) Not applicable.*

*Book Club & Math Club – a) These services will be provided by one part-time Instructor. b) This position requires an AA degree in Education with three (3) years of experience teaching youth, a year can be substituted by a Bachelors degree. c) The duties and responsibilities are: provide the book club list and math club lesson plans and grade book reports and math lesson plans. d) The book club list and math club lesson plans are also provided to parents e) to ensure that their children read their book and complete their lesson plans provided by the Instructor.*

24. a) Follow-up shall be attempted on all clients after termination of services. The purpose of follow-up is to find out why the client terminated, whether the client continued to achieve the objectives set forth by the project, what the client thought of the project services and whether the project met the client's needs. An example is provided below.

*1) Client follow-up will be conducted by the Program Coordinator. 2) Contacts are made via mail or telephone. 3) The Program Coordinator utilizes a questionnaire. 4) The first attempt is made three (3) months after the client has terminated services. 5) Three (3) attempts are made to contact the client before attempts are no longer made. 6) The questionnaire measures if clients continue to maintain high reading and math scores in school after terminating from the project. The questionnaire also details why the client terminated, what the client thought of the project services and if the project met their needs.*

- b) If follow-up is not conducted, explain the reason why follow-up is not conducted.

25. a) Self-Explanatory.  
b) Total Personnel Amount = Salaries and Wages + Fringe Benefits.  
c) See examples below.

• Direct or Administrative:	Direct: refers to the percentage of the position's time that provides direct services to the client. Administrative: refers to the percentage of the position's time that does not provide direct services to the client, but is involved in direct project administration.
• Job Title:	<i>Instructor</i>

• Full Time/Part Time:	<i>Full Time</i>
• Currently Filled:	<i>Yes</i>
• Annual Salary:	<i>\$36,000 (Gross Amount)</i>
• City Funds Requested:	<i>\$15,000</i>
• % City Funded:	<i>41% (=City Funds Requested/Total Position Cost)</i>

#### FRINGE BENEFITS

• Total City Funds Requested	<i>\$1,140</i>
• Justification Description/ Project Benefit	<i>% of Salaries and Wages as follows: FICA 7.65%, State 5.4%, SUI 2.0% Health Insurance (amount to be claimed monthly will match same % as listed in Salaries and Wages for % City funds for each position covered)</i>

26. a) Self-Explanatory  
b) Self-Explanatory  
c) See example below.

#### SUPPLIES

• City Funds Requested	<i>\$8,000</i>
• % City Funded	<i>14%</i>
• Justification Description/ Project Benefit	<i>Education software, paper, pens, pencil, erasers, notebooks and calculators for reading and math tutoring sessions.</i>

A definition of each line item is provided below.

Supplies	Expenditures for supply items covers general office supplies and items utilized in providing direct services to project clients.
Postage	Expenditures for postage items covers postage utilized to provide written correspondence to project clients, provide outreach to potential clients, and/or submit payment requests and project reports to the City.
Food	Expenditures for food items that will be purchased for the purpose of the project are limited to food distribution services, as well as projects that require clients to attend project workshops/activities listed as project services that take place for a duration of three hours or more. Only nutritional food will be reimbursed, no candy or fast food purchases are acceptable. Full meals (breakfast, lunch, dinner) and food items for events such as client parties, graduations, etc. are not eligible.
Consultant Services	Expenditures for a company/individual contracted with for consultant services for the purpose of the project. This line item is limited to company/individual contracted to provide direct services to clients. All others should be listed in Other Expenses.
Maintenance/Repair	Expenditures for a company/individual or items utilized for Maintenance/Repair. This covers expenses such as trash pick up, janitorial services, building repair, and office equipment repair.
Publications/Printing	Expenditures for a company/individual contracted with for Publications/Printing. This covers expenses for brochure and flyers for outreach and project information distribution to clients, as well as photocopying and items utilized to provide direct services to clients.
Transportation	Transportation expenses covers mileage for personnel listed in the contract budget to

	conduct project-related activities.
Other Expenses	This covers other expenses that do not qualify in the provided categories but is necessary for project service delivery.
Indirect Costs/ Administrative Overhead	Expenditures related to administrative overhead charges. Examples include publication of brochures listing Contractor's multiple projects, transportation/storage expenses for donated items utilized by multiple projects, bottled water expense for clients from multiple projects and any other expense that is utilized by multiple projects. <b>The maximum allowable rate for Indirect Costs/Administrative Overhead chargeable to the City contract is 15% of the budgeted direct costs. The 15% shall include any amount designated as administrative costs described in the previous section under Personnel Budget.</b>
Rent	Expenditures for building/property rentals that are utilized by the project and are made available to clients for the purpose of receiving direct services, as well as for office space to be utilized by staff claimed in the Personnel Budget.
Equip. Rental	Expenditures for equipment being rented for the purpose of providing project services.
Insurance	Expenditures for insurance required by the City of San Diego covers general liability for the agency, automobile for the agency vehicle and worker's compensation for agency personnel claimed in the Personnel Budget.
Utilities	Expenditures for utility services shall be limited to the project addresses made available to clients and office location of staff claimed in the Personnel Budget.
Telephone	Expenditures for telephone services shall be limited to direct project phone lines made available to clients. Cell phone/pager expenses shall be limited to direct project personnel listed in the Personnel Budget utilized for the purpose of having staff more accessible to clients.
Equip. Purchase	Expenditures for equipment purchased for the purpose providing project services

Ineligible costs include, but are not limited to the following:

- **Commingling of Funds** – Expenditures related to services funded by sources other than the City. For contractors who operate many programs, or have more than one funding source, the contractor shall allocate expenditures to the various programs or funding sources according to an approved Cost Allocation Plan. The costs should be allocated on the basis most appropriate and feasible under the circumstances. Examples include number of hours spent, number of employees, or square footage. The contractor shall maintain proper documentation related to the allocation of expenses (e.g. time cards, time summaries, square footage measurements, etc.).
- **Contingency Funds** – The transfer or contribution of funds to a contingency reserve, or similar provisions for meeting unforeseen expenses.
- **Fund Raising** – Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions for the project and/or agency, regardless of the purpose for which the funds will be used. In addition, expenditures to solicit contributions or donations for the project and/or agency, including salary expenses.
- **Contributions and Donations** – Cash or in-kind contributions or donations to an agency or cause.
- **Entertainment/Agency Events** – Expenditures for social activities, amusement, entertainment, and general agency events (e.g. space rentals, flyers/brochures, certificates/awards, staff time/salaries, lodging, meals, refreshments, beverages, and gratuities). Examples of such events include, but may not be limited to, contractor fundraising events, groundbreaking events, open house events, agency staff meetings or staff development meeting/retreats, volunteer recognition events, and staff/client birthday or other parties.

- Membership Fees – Fees for membership in any organization that is substantially involved in advocacy, lobbying and other activities which are intended to influence legislation at the Federal, State, or local levels, as well as fees for which the purpose does not support the scope of services of the contract.
- Meeting Attendance Fees – Fees and/or salaries claimed for attending meetings that are not open to attendees on a non-segregated basis. In addition, fees and/or salaries for attending workshops and/or training sessions that do not support the scope of services of the contract or are attended by personnel not budgeted under the contract or are attended by project volunteers.
- Training/Conference Expenses – Training/conference expenses and/or salaries that do not clearly support the scope of services of the contract.
- Out of Area Training – Expenditures for travel outside the San Diego metropolitan area for administrative and/or project staff to attend training activities.
- Stipends – Expenses incurred to pay a fixed sum of money periodically for services rendered by non-agency personnel and/or clients. Any project services to be provided by a third party shall be covered through Consultant Agreements only.
- Costs of Goods or Services – Costs for goods or services not incurred within the contract period. Expenditures incurred in one fiscal year may not be charged against a new fiscal year. (The City's fiscal year begins July 1 and ends on the last day of June.) In addition, costs for goods or services to be utilized in future fiscal years.

27. Total Personnel Amount Requested – Enter the amount listed in Section 25b).  
 Total Non-Personnel Amount Requested – Enter the amount listed in 26b).  
 Total Project Amount Requested – Sum the above two amounts and it should match the amount requested in Section 3b).
28. a) 1} Enter the amount listed in Section 3b).  
 2} Enter the amount listed in Section 18a)1}(a).  
 3} Calculate the cost by dividing Item 1} by Item 2}.
- b) 1} Enter the amount listed in Section 3b).  
 2} Enter the sum of all the numbers of units of service listed in Section 21d) for each project service.  
 3} Calculate the cost by dividing Item 1} by Item 2}.
- c) Provide an explanation of the cost effectiveness of the proposed budget. How will the agency ensure cost effectiveness of the project budget?

### **CERTIFICATION**

- Enter the date of the Board Action.
- Enter the agency name for applicant.
- Print the name of the Chairperson of the Board.
- The Chairperson should sign and date in blue ink.
- Print the name and title of the Chief Agency Official.
- The Chief Agency Official should sign and date in blue ink.

## FY 2004 SOCIAL SERVICES APPLICATION (FUNDED IN FY 2003)

MAXIMUM POINTS 100	GENERAL REVIEW CRITERIA
5	<p><b>DOCUMENT SUBMITTAL</b></p> <ul style="list-style-type: none"> <li>• Applicant representative has attended one of the Technical Assistance Workshops conducted</li> <li>• All eligibility requirements have been met and demonstrated by the applicant</li> <li>• One original and nine copies of the applications has been submitted, with pages in the right order</li> <li>• All required documents are included with the application</li> <li>• Applicant addressed every question in the application</li> </ul>
15	<p><b>AGENCY BACKGROUND/NEEDS ADDRESSED/GEOGRAPHIC LOCATION/PROJECT GOAL</b></p> <ul style="list-style-type: none"> <li>• Applicant's primary mission is to improve the quality of life for low-income City residents</li> <li>• Clearly demonstrates quality experience and accomplishments in providing services to low-income individuals and/or communities</li> <li>• Clearly describes and demonstrates the City need for the project and by providing quality independent data and/or statistics as support</li> <li>• Clearly demonstrates how the needs addressed are not met through existing programs by providing quality independent data and/or statistics as support; gap in needed services is identified clearly</li> <li>• Clearly identifies the City Council Districts and communities that will benefit from the project</li> <li>• Well-defined project goal presented, consistent with the addressing the needs listed</li> </ul>
10	<p><b>PROJECT TARGET POPULATION</b></p> <ul style="list-style-type: none"> <li>• Demonstrates that a high percentage of clients to be served in FY2004 will be low-income City residents</li> <li>• Demonstrates project's capacity to track/determine unduplicated client counts</li> <li>• Demonstrates project's capacity for collecting and maintaining quality client data and records</li> </ul>
25	<p><b>PROJECT OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• Each objective listed are quantifiable and measurable that includes percentages to be achieved and the number of clients that will achieve the objective</li> <li>• Demonstrates that the objectives can be achieved within a 12-month contract period</li> <li>• Each objective listed is supported by clear measurement methods and appear to be challenging, yet realistic</li> <li>• Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</li> </ul>
10	<p><b>PROJECT EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Demonstrates quality methodology and capacity to evaluate the success of the project and whether objectives were accomplished</li> <li>• Identifies staff responsible for ensuring project evaluation is conducted; lists qualifications as support</li> </ul>
25	<p><b>PROJECT SERVICES/PROJECT SERVICE DELIVERY/PROJECT SERVICE PRIORITIES/FOLLOW-UP</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear alignment or connection between the needs identified, the intended objectives/results and the services to be provided</li> <li>• Clearly identifies priority list of proposed project services</li> <li>• Clearly and sufficiently describes the services to be provided, listing all required information for each service listed</li> <li>• Demonstrates the project possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project</li> <li>• Proposed project services appear to remain viable and beneficial to target population, even if full amount requested is not awarded</li> <li>• Demonstrates project's capacity to conduct client follow-ups after termination of services</li> </ul>
10	<p><b>BUDGET/COST EFFECTIVENESS</b></p> <ul style="list-style-type: none"> <li>• The Independent CPA Audit Report or Audit Requirement Report presents a good portrayal of the applicant's financial capabilities and appears to demonstrate the applicant's capacity to provide services on a reimbursement basis</li> <li>• Provides a budget that is sufficiently detailed and demonstrates that proposed personnel and non-personnel expenditures are reasonable and support the project's proposed services to be provided</li> <li>• Any budget item for administrative costs are clearly described, justified and does not exceed 15% of direct costs</li> <li>• Ineligible expenditures as listed in the application instructions are not included</li> <li>• Demonstrates sufficient number of low-income City of San Diego residents that will benefit from the project in relation to amount of funds requested</li> <li>• Demonstrates sufficient number of services that will be provided by the project in relation to the amount of funds requested</li> </ul>
<b>Potential Point Reduction</b>	<ul style="list-style-type: none"> <li>• Applicant consistently submitted Programmatic/Fiscal Reports late since the beginning of the FY 2003 contract period.</li> <li>• Applicant consistently submitted incomplete reports (i.e. incomplete pages and/or supporting documents).</li> <li>• Applicant was non-responsive to inquiries regarding information on required reports and/or contractual issues.</li> <li>• Findings and/or recommendations were issued as a result of a site visit/monitoring visit.</li> </ul>

## FY 2004 SOCIAL SERVICES APPLICATION (NOT FUNDED IN FY 2003)

MAXIMUM POINTS 75	GENERAL REVIEW CRITERIA
5	<p><b>DOCUMENT SUBMITTAL</b></p> <ul style="list-style-type: none"> <li>• Applicant representative has attended one of the Technical Assistance Workshops conducted</li> <li>• All eligibility requirements have been met and demonstrated by the applicant</li> <li>• One original and nine copies of the applications has been submitted</li> <li>• All required documents are included with the application</li> <li>• Applicant addressed every question in the application</li> </ul>
20	<p><b>AGENCY BACKGROUND/NEEDS ADDRESSED/GEOGRAPHIC LOCATION/PROJECT GOAL</b></p> <ul style="list-style-type: none"> <li>• Applicant's primary mission is to improve the quality of life for low-income residents</li> <li>• Clearly demonstrates experience and accomplishments in providing services to low-income individuals and/or communities</li> <li>• Clearly describes and demonstrates the City need for the project by providing independent data and/or statistics as support</li> <li>• Clearly demonstrates how the needs addressed are not met through existing programs by providing independent data and/or statistics as support</li> <li>• Clearly identifies the City Council Districts and communities that will benefit from the project</li> <li>• Well-defined project goal presented, consistent with the addressing the needs listed</li> </ul>
25	<p><b>PROJECT TARGET POPULATION/PROJECT OBJECTIVES/PROJECT EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Demonstrates that a high percentage of clients to be served in FY2004 will be low-income City residents</li> <li>• Demonstrates project's capacity for collecting and maintaining client data and records</li> <li>• Each objective listed is quantifiable and measurable (includes percentages to be achieved and the number of clients that will achieve the objective)</li> <li>• Demonstrates that the objectives can be achieved within a 12-month contract period</li> <li>• Each objective listed is supported by clear measurement methods</li> <li>• Objectives appear to be challenging, yet realistic</li> <li>• Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</li> <li>• Demonstrates methodology and capacity to evaluate the success of the project and whether objectives were accomplished</li> <li>• Identifies staff responsible for ensuring project evaluation is conducted; lists qualifications as support</li> </ul>
20	<p><b>PROJECT SERVICES/PROJECT SERVICE DELIVERY/PROJECT SERVICE PRIORITIES/FOLLOW-UP</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear alignment or connection between the needs identified, the intended objectives/results and the services to be provided</li> <li>• Clearly identifies priority list of proposed project services</li> <li>• Clearly and sufficiently describes the services to be provided, listing all required information for each service listed</li> <li>• Demonstrates the project possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project</li> <li>• Proposed project services appear to remain viable and beneficial to target population, even if full amount requested is not awarded</li> <li>• Demonstrates project's capacity to conduct client follow-ups after termination of services</li> </ul>
5	<p><b>BUDGET/COST EFFECTIVENESS</b></p> <ul style="list-style-type: none"> <li>• The Independent CPA Audit Report or Audit Requirement Report presents a good portrayal of the applicant's financial capabilities and appears to demonstrate the applicant's capacity to provide services on a reimbursement basis</li> <li>• Provides a budget that is sufficiently detailed and demonstrates that proposed personnel and non-personnel expenditures are reasonable and support the project's proposed services to be provided</li> <li>• Any budget item for administrative costs are clearly described, justified and does not exceed 15% of direct costs</li> <li>• Ineligible expenditures as listed in the application instructions are not included</li> <li>• Demonstrates sufficient number of low-income City of San Diego residents that will benefit from the project in relation to amount of funds requested</li> <li>• Demonstrates sufficient number of services that will be provided by the project in relation to the amount of funds requested</li> </ul>

**CITY OF SAN DIEGO  
SERVICES APPLICATION  
FISCAL YEAR 2004 (JULY 1, 2003 - JUNE 30, 2004)**

***APPLICATION SUBMITTAL CHECKLIST***

**AGENCY** \_\_\_\_\_

**PROJECT** \_\_\_\_\_

The following items shall be submitted in the sequence shown below.

1. **Application Submittal Checklist** ☐
2. **Eligibility Worksheet** ☐
3. **Copy of Evidence of Nonprofit Status** (State and Federal Tax Exemption Letter) ☐
4. **Certificate of Good Standing** (Original) ☐
5. **Copy of current Independent CPA Audit and Management Letter** (Dated after December 31, 2001) or **completed Audit Requirement Report with the agency's current financial statements** ☐
6. **Completed Application Form** (One paper clipped original signed in blue ink and nine (9) stapled copies) ☐

Transmittal letters, extraneous material or packaging is unnecessary and should not be submitted with the application. These materials will **not** be forwarded for review.

The above items need to be sent or delivered to the following address:

Ernie Linares, Assistant Community Services Deputy Director  
City of San Diego  
Civic Center Plaza  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

**DEADLINE: APPLICATION MUST BE RECEIVED BY  
JANUARY 29, 2003 AT 5:00 PM**

**LATE, E-MAILED, FAXED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR  
CONSIDERED FOR FUNDING.**

**CITY OF SAN DIEGO  
SOCIAL SERVICES APPLICATION  
FISCAL YEAR 2004 (JULY 1, 2003 - JUNE 30, 2004)**

***ELIGIBILITY WORKSHEET***

**PLEASE READ CAREFULLY.**

**Check each box as it applies to your agency:**

- ☐ **Nonprofit Status:** Agencies must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code **by the January 29, 2003**. Fiscal sponsors may not apply on behalf of a non-exempt applicant.

\*Copies of the State and Federal Tax Exemption Determination Letter must be submitted with this application.

- ☐ **Project's Target Population:** Nonprofit agencies are eligible to apply if they have for their project as its target population: low-income individuals as defined on page 9 of this application packet, which includes senior, disabled and HIV/AIDS individuals, who are residents of the City of San Diego.

- ☐ **Social Service History:** Applicant must have engaged in continuing Social Service activities for three (3) years prior to submission of the application.

- ☐ **Certificate of Good Standing:** Applicant must be in good standing with the Secretary of State and Franchise Tax Board. The Certificate must be **dated after December 31, 2002**. The status of the corporation must be active. "Active" status means that your corporation has not been dissolved, suspended, surrendered or forfeited. For more information concerning Certificate of Good Standing contact the following:

**Secretary of State**  
ATTN: IRC  
1500 11<sup>th</sup> Avenue  
Sacramento, CA 95814  
In San Diego: (619) 525-4113  
[www.ss.ca.gov/business](http://www.ss.ca.gov/business)

\* A copy of the Certificate of Good Standing must be submitted with this application. (Selecting this item verifies that you understand that the inability to submit this Certificate by the application deadline will result in the application not being forwarded for selection review.)

- ☐ **Audit:** Applicants must be able to submit their latest Independent CPA Audit and Management Letter. If an audit is not submitted, the applicant is limited to a \$20,000 request amount and must complete the Audit Requirement Report and attach the agency's current financial statements.

\*A copy of the latest Independent CPA Audit and Management Letter or the completed Audit Requirement Report with the agency's current financial statements must be submitted with this application (An audit for a period ending prior to December 31, 2001 will not be deemed acceptable.)

**NOTE: If the agency is unable to meet any of the five eligibility criteria listed above, this funding source is not an appropriate option for the proposed activity. If the agency is able to meet all of the criteria listed above, continue with completing the application.**

**CITY OF SAN DIEGO  
SOCIAL SERVICES APPLICATION  
FISCAL YEAR 2004 (JULY 1, 2003 - JUNE 30, 2004)**

***AUDIT REQUIREMENT REPORT***

**This report is submitted in lieu of an Independent CPA Audit and Management Letter. Attach the agency's current financial statements to this report.**

**AGENCY** \_\_\_\_\_

**PROJECT** \_\_\_\_\_

1. Please discuss the reasons why your agency has not had a financial audit.

2. Describe the agency's internal control procedures for their accounting system by providing the following: a) indicate if the agency's accounting method is cash, accrual or other (specify); b) explain what procedure is in place to generate disbursements and list which individual(s) is involved; c) explain what procedure is in place to track revenues and expenses and list which individual(s) is involved; and d) explain what procedure is in place to receive actual cash/checks and how receipt of revenue is recorded and list which individuals are involved.

## Audit Requirement Report, Continued

3. Describe the agency's payroll system by providing the following: a) explain what procedure is in place for processing payroll and which individuals are involved; and b) explain what procedure is in place to account for employee and employer taxes and how often they are paid (e.g. monthly, quarterly, annually, etc.).

4. Indicate if the agency has multiple funding sources. If so, describe the agency's checking accounts by providing the following: a) indicate how many checking accounts the agency has and how many funding sources are maintained; b) explain the procedure in place for check reconciliation and which individuals perform the check reconciliation; and c) discuss how City funds will be maintained separately from other funding sources.